

DRAFT bbb
16 Jan 62

PROPOSED REVISION OF FITNESS REPORT

Section A. Identifying Information.

The only changes are (1) to provide space for naming station for field Fitness Reports, and (2) to update section on employment category (previously "Career Staff status") to reflect current personnel categories (career, career-conditional, reserve, etc.).

Section B. Performance Evaluation (Rating)

The most substantial revisions have been in this section which combines Sections B and C of the previous form.

The previous report provided in Section B for rating specific duty performance on a 7-point scale set up in equal intervals from "1-Unsatisfactory" to "7-Outstanding". It also provided for an overall rating, in Section C, on a 6-point scale of equal intervals, each level described in sentence form. The difference in scale values between these two sections was intentional: it was hoped to avoid efforts to average the ratings on specific duties to derive the overall rating, since such arithmetic averaging ^{6-point} would not give weight to good or bad performance on single duties according to their relative performance. This result does not appear to have been achieved. On the contrary, various techniques have been devised for converting 7-point ratings to the 6-point scale and the mere fact of difference between the two has occasioned unfavorable casual comment.

The proposed revision of the form provides for rating both specific duties and overall performance on a five-point scale with adjectives (rather than numbers) describing each level. The adjectival ratings are defined on the form. The intervals on the scale are not even: only one rating level is assigned to less-than-satisfactory performance but four levels are ~~provided~~ provided for discriminating among degrees from satisfactory (Adequate) to Outstanding.

Section D of the old form, Description of Employee, which consisted of a series of descriptive phrases on which the employee was rated on a 5-point scale as to applicability of the description. Our experience has indicated that the results are meaningless and that users of the ratings have not found it useful. The revised instructions will call for comment on important personal characteristics in the narrative statement (Section C of the revised form).

Section C. Narrative Description of Job Performance

The need to include comment on performance of managerial or supervisory responsibilities has been added to the introductory instruction. This

JOB NO. _____ BOX NO. _____ FILE NO. _____ DOC NO. 9 NO CHANGE
IN CLASS / DECLASS/STATUS CHANGED TO 2 30 OCT. 1957
NEXT REV DATE REV DATE 12/10/80 REVIEWER DAVID L. REED DOC. 30
NO. FOR 2 CREATION DATE ORG COMPT. 0034 ORG CLASS. A
REV CLASS. 1 REV COORD. _____ AUTH: HR 73-3

will be amplified in the instructions to specify such items as cost consciousness, various aspects of supervision, etc.

Section D. Certification and Comments.

There is no provision for an appeal by an employee of his Fitness Report. However, the custom has been established to permit an employee who wishes to express disagreement to do so by preparing a written statement. It is understood that such statements will be associated in the record with the Fitness Report to which they apply but this appears not to happen in every case. A significant small change in the revision is to include an item in which the individual states whether or not he has appended a comment. In reviewing Fitness Reports indicating that such a comment exists, the using officer can expect to find it attached.

There have been indications that Reviewing Officials have failed to document their agreement or disagreement with the ratings and, on some occasions, Reviewing Officials indicate disagreement without explanation. The revised form deletes the series of boxes to be checked indicating agreement or disagreement and provides instead a space in which the Reviewing Official will write his comment. (Comments might range from "concur" to detailed explanations for believing a different rating might be more appropriate. The new instructions will describe aspects of the rating on which the Reviewing Official might desire to comment.)